

Drawing Lines and Curves

Freehand tool

Drawing and adjusting a path	1 Select freehand tool.	2 Drag.	3 To erase, hold \mathbb{H} key.	4 Release mouse button.	5 Result:

Auto trace tool

Tracing a template shape	1 With a template open, select auto trace tool.	2 Position pointer on edge of template.	3 Click.	4 Result:	

Pen tool

Drawing straight lines	1 Select pen tool.	2 Click.	3 Click.	4 Click.	5 Click.

Drawing curves	1 Select pen tool.	2 Click and drag.	3 Click and drag.	4 Click and drag.	5 Click and drag.

Creating corners	1 Select pen tool.	2 Click.	3 Click.	4 Press Option key and drag.	5 Release Option key.

Changing from curves to lines	1 Select pen tool.	2 Click and drag.	3 Click and drag.	4 Press Option key and click.	5 Release Option key and click.

Editing Paths

Splitting paths

Splitting a path and deleting a segment	1 Select scissors tool.	2 Click to split segment.	3 Click.	4 Select segment and delete.	5 Result:

Adding and deleting anchor points

Adding and deleting an anchor point	1 Select add-anchor-point tool.	2 Click to place a new point.	3 Select delete-anchor-point tool.	4 Click anchor point to delete.	5 Result:

Converting direction points

Converting between corners and curves	1 Select convert-direction-point tool.	2 To convert corner to curve: position pointer on anchor point.	3 Press and drag.	4 To convert curve to corner: click on anchor point.	5 Result:

Converting between smooth points and corner points	1 To convert smooth point to corner point: select curve.	2 Select convert-direction-point tool.	3 Drag direction point.	4 To convert corner point to smooth point: click on direction point.	5 Result:

Connecting endpoints	1 Select endpoints.	2 Choose Average from the Arrange menu.	3 Choose Join from the Arrange menu.	4 Result:	

Averaging and connecting two endpoints	1 Select endpoints.	2 Choose Average from the Arrange menu.	3 Choose Join from the Arrange menu.	4 Result:	

Adobe Illustrator®

Macintosh Version 3

Toolbox

Keyboard Shortcuts

Shortcut	Result	Shortcut	Result
\mathbb{H} + Tab	Toggles between selection and direct-selection tools*	Left direction arrow	
\mathbb{H} + Space bar	Accesses zoom-in tool*	Right direction arrow	Moves selection preset distance in the direction of the arrow
\mathbb{H} + Option + Space bar	Accesses zoom-out tool*	Up direction arrow	(distance set in Preferences dialog box)
Space bar	Accesses hand tool	Down direction arrow	
Control +	Accesses freehand tool	Option +	Displays Move dialog box
Control +	Accesses pen tool	Double-click	Magnifies from center
Control + Any selection tool	Accesses convert-direction-point tool	Option + Double-click	Reduces from center
\mathbb{H}	Accesses current selection tool	Double-click	Reduces from center
Control + Shift + Double-click	Turns a guide into a path	Option + Double-click	Magnifies from center
Control + Shift + Click	Selects a guide	Double-click	Fits artwork in window
Shift + Double-click on any tool	Resets tool	Option + Double-click	Displays artwork at actual size
\mathbb{H} + Shift on any tool	Resets toolbox	\mathbb{H} + N + N or \mathbb{H} + Option + N	Opens new document without template

*Keys must be pressed in sequence when editing type.

Quick Reference Card

Menus

File	Arrange	Type
New... \mathbb{N}	Transform Again \mathbb{H} D	Style... \mathbb{H} T
Open... \mathbb{O}	Group \mathbb{H} G	Font \mathbb{H} F
Place Art... \mathbb{P}	Ungroup \mathbb{H} U	Size \mathbb{H} S
Close	Join... \mathbb{H} J	Alignment \mathbb{H} A
Save \mathbb{S}	Average... \mathbb{H} L	Spacing Options... \mathbb{H} + O
Save As... \mathbb{S} A	Lock \mathbb{H} L	Tracking/Kerning \mathbb{H} + K
Page Setup... \mathbb{P}	Unlock All \mathbb{H} U	Link \mathbb{H} + G
Print... \mathbb{P}	Hide \mathbb{H} H	Unlink \mathbb{H} + U
Quit \mathbb{Q}	Show All \mathbb{H} A	Make Text Wrap \mathbb{H} + W
		Release Text Wrap \mathbb{H} + R
		Create Outlines \mathbb{H} + O
		Window
		Show Clipboard \mathbb{H} + C
		Hide Toolbox \mathbb{H} + H
		Reset Toolbox \mathbb{H} + R
		New Window \mathbb{H} + N
		Untitled art 1 \mathbb{H} + U
		Graph
		Graph Style... \mathbb{H} + S
		Graph Data... \mathbb{H} + D
		Use Column \mathbb{H} + C
		Design... \mathbb{H} + D
		Use Marker \mathbb{H} + M
		Design... \mathbb{H} + G
		Define Graph \mathbb{H} + G
		Design... \mathbb{H} + G
		Paint
		Style... \mathbb{H} + S
		Pattern... \mathbb{H} + P
		Custom Color... \mathbb{H} + C
		Make Compound \mathbb{H} + G
		Release Compound \mathbb{H} + R
		Key symbols
		Option key \mathbb{H}
		Command key \mathbb{H}
		Shift key \mathbb{H}

Tool-Keyboard Combinations

Tool	Plus Shift key	Plus Option key	Tool	Plus Shift key	Plus Option key
	No effect	Accesses direct-up-selection tool		Constrains to circle	Accesses oval tool
	No effect	Accesses zoom-out tool		Constrains scale along x, y, or both axes	While clicking origin: displays Transformation dialog box or While dragging (after specifying origin): creates transformed duplicate
	No effect	Accesses zoom-in tool		Constrains rotation to 45° axis*	
	Constrains lines and curves to horizontal, vertical, or 45° axis	Creates corner point		Constrains reflection to horizontal, vertical, or 45° axis*	
	Constrains to square	Accesses centered-rectangle tool		Constrains shear to horizontal, vertical, or 45° axis*	
	Constrains to square	Accesses rectangle tool		No effect	Accesses add-anchor-point tool
	Constrains to rounded square	Accesses centered-rounded-rectangle tool		No effect	Accesses scissors tool
	Constrains to rounded square	Accesses rounded-rectangle tool		Constrains movement of attached lines to horizontal, vertical, or 45° axis*	Produces a copy of the lines connected to the point
	Constrains to centered rounded square	Accesses rounded-rectangle tool		Constrains measurement to horizontal, vertical, or 45° axis*	No effect
	Constrains to circle	Accesses centered-oval tool			

Selection Tools

Tool	Function	Plus Shift key	Plus Option key
Selection 	Click or drag selection marquee to select segments or points of ungrouped objects, entire paths of all objects within a group, or all parts of a text object. 	When clicking or before starting to drag: extends or reduces selection. 	After starting to drag: constrains motion to horizontal, vertical, or 45° axis.* When clicking or before starting to drag: accesses object-selection tool.
Direct-selection 	Click or drag selection marquee to select segments or points of grouped or ungrouped objects, parts of text objects, text wraps, or compound paths. 	When clicking or before starting to drag: extends or reduces selection. 	After starting to drag: constrains motion to horizontal, vertical, or 45° axis.* When clicking or before starting to drag: accesses direct-up-selection tool.
Object-selection 	Click or drag selection marquee to select entire paths of ungrouped objects, or click any point within a group to select all objects in the group. 	When clicking or before starting to drag: extends or reduces selection. 	After starting to drag: constrains motion to horizontal, vertical, or 45° axis.* Not applicable
Direct-up-selection 	Click to select entire path of an object grouped within other groups; continue clicking to select additional objects within group. 	When clicking or before starting to drag: extends or reduces selection. 	After starting to drag: constrains motion to horizontal, vertical, or 45° axis.* Not applicable

*Constraint to 45° is relative to constraint specified in Preferences dialog box

Type Attributes

Function	Keyboard combination	Effect	Function	Keyboard combination	Effect
Alignment	⇧ + Shift + L	Aligns left	Style	⇧ + T	Opens Type Style dialog box
	⇧ + Shift + C	Aligns center	Leading	Option + ⌘	Increases leading*
	⇧ + Shift + R	Aligns right		Option + ⌘	Decreases leading*
	⇧ + Shift + J	Justifies	Kerning/Tracking	⇧ + Shift + K	Opens kerning/tracking dialog box
Font selection	⇧ + Shift + F	Opens Font dialog box		Option + ⌘ / ⌘	Increases/decreases space*
Font size	⇧ + Shift + >	Increases point size*		⇧ + Option + ⌘ / ⌘	Increases/decreases space x 5*
	⇧ + Shift + <	Decreases point size*	Vertical shift	Option + Shift + ⌘	Increases vertical shift*
	⇧ + Shift + S	Opens Font Size dialog box		Option + Shift + ⌘	Decreases vertical shift*

*Amount is set in Preferences dialog box

Type Pointers

Pointer functions

 Type	Creates type by clicking, or creates area-type by dragging to define rectangle.	 Area-type	Creates type within an existing area. Use Control key to access type pointer.	 Path-type	Creates type along existing path. Use Control key to access type pointer.	 I-beam	Creates type at insertion point or edits existing type. Use Control key to access type pointer.
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Adding and Editing Type







Adding type					
Adding type at a point	1 Select type tool. 	2 Click at desired point. 	3 Enter text. To the delight of		When using keyboard to access other tools, always press ⇧ first.
Adding a rectangular type area	1 Select type tool. 	2 Click and drag to desired shape and size. 	3 Enter text. <i>To the delight of her many followers, she was post-humously published, allowing her work to be more widely</i>	4 Result: <i>To the delight of her many followers, she was post-humously published, allowing her work to be more widely</i>	
Adding type to an existing area	1 Select type or area-type tool. 	2 Click on existing shape. 	3 Enter text. <i>Thick gray clouds gather over the distant hills. Birds fly and cool</i>	4 Result: <i>Thick gray clouds gather over the distant hills. Birds fly and cool</i>	
Adding type to a path	1 Select type or path-type tool. 	2 Click on existing path. 	3 Enter text. <i>Some isault/</i>	4 Drag I-beam handle to adjust placement. 	5 Result: <i>Somersault</i>
Editing type					
Editing type using the I-beam pointer	1 Select type tool. 	2 Click. Double-click to select word; triple-click to select paragraph. 	3 Drag to select type, and delete. attention	4 Result: attention	Arrow keys - Move I-beam to next character. Tab key - Moves I-beam to beginning of next baseline.
Editing type using the selection tools	1 Select selection tool. 	2 Click or drag selection marquee to select type. 	3 Choose attributes from pull-down menus or use transformation tools. typo	4 Result: typo	







IntelliDraw™

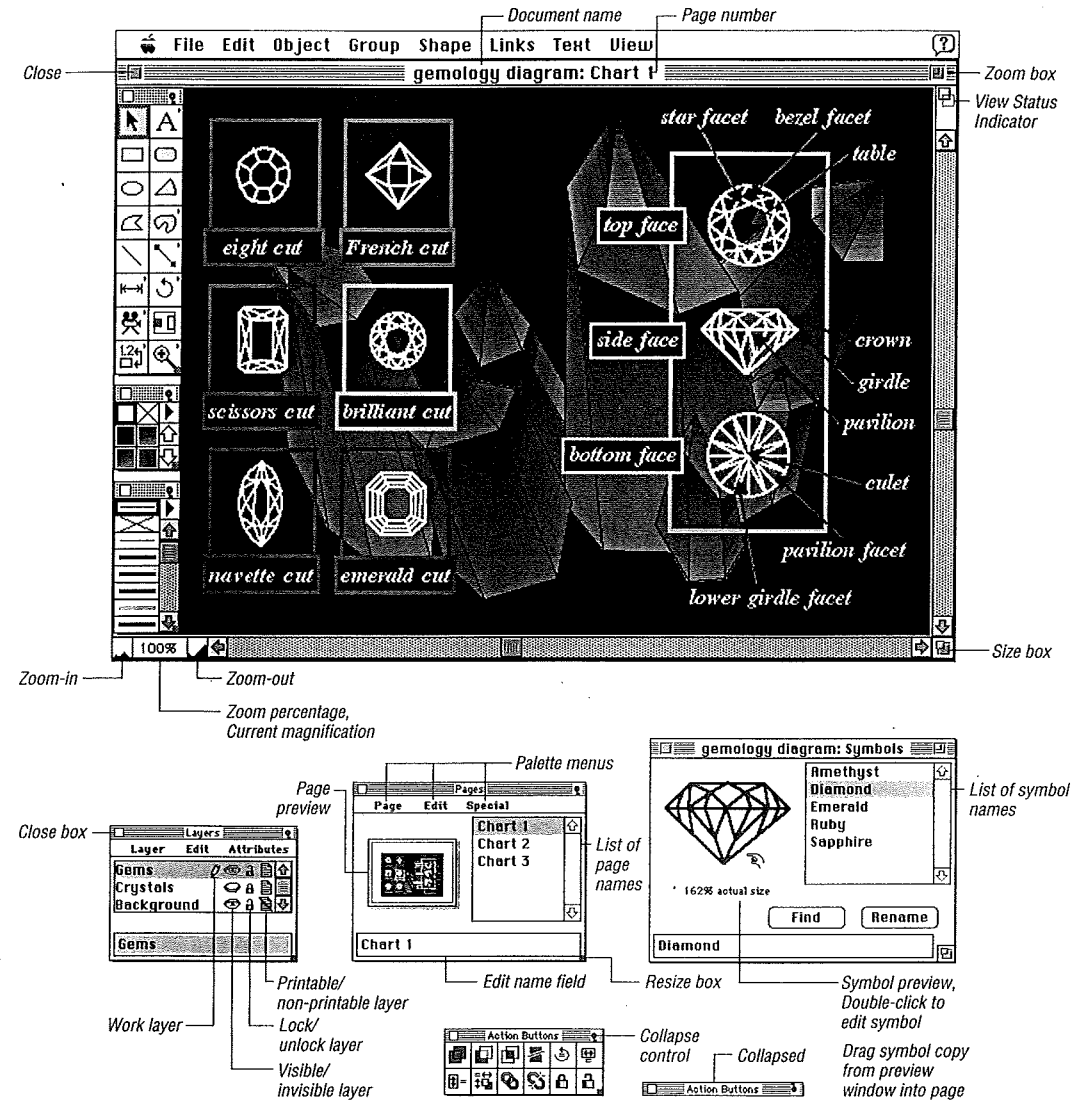
for macintosh®

Quick Reference Card

 <p>PolyShape</p> <p>To draw straight and curved segments:</p> <p>Click</p> <p>Command click</p> <p>Shift drag</p>	 <p>Connectigon</p> <p>Draw with Auto-align on to create connected shapes:</p> <p>Drag a facet to reshape</p>	 <p>Freehand</p> <p>Before drawing double-click tool to set smoothness</p>	 <p>Symmetricon</p> <p>Double-click tool to set number of sides</p> <p>Click to set center of object</p>	 <p>Point</p> <p>Use for reference or anchor when locked</p>	 <p>Align/Distribute</p> <p>Use like marquee to include objects</p> <p>Double-click tool to include selected objects</p> <p>Result</p>
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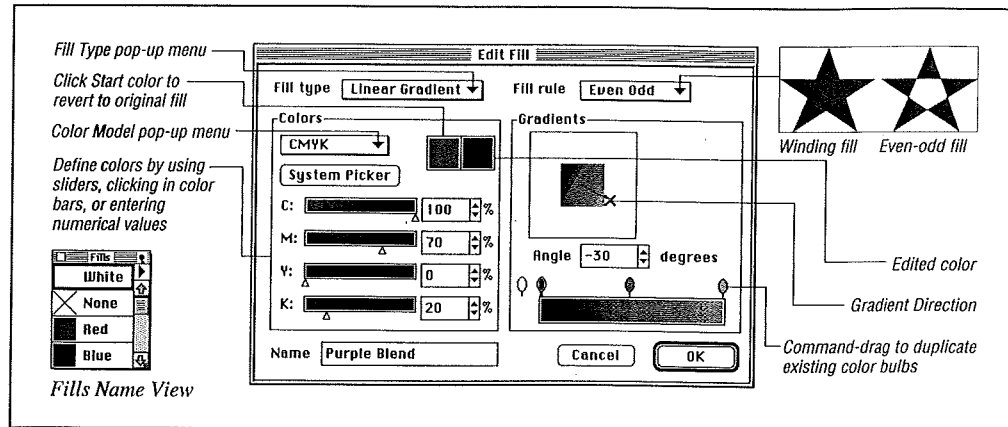
 <p>Horizontal Dimension Line</p> <p>Drag from a to b, then click to position label; use auto-align to attach points</p>	 <p>Diagonal Dimension Line</p> <p>Drag from a to b, then click to position label; use auto-align to attach points</p>	 <p>Rotate</p> <p>Click to set rotation point</p> <p>Drag to rotate</p>	 <p>Scale</p> <p>Click to set center of resizing</p> <p>Drag to resize</p>	 <p>Slant</p> <p>Click to set center of slant</p> <p>Drag to slant</p>	 <p>Mirror</p> <p>Click to set mirror axis</p> <p>Drag to angle mirror</p>
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 <p>Match Height</p> <p>Initially the bottom shape controls the action</p>	 <p>Match Size</p> <p>Initially the bottom shape controls the action</p>	 <p>Link</p> <p>Click immediately to maintain auto-align relationship</p>	 <p>Unlink</p> <p>Click to remove all links to and from the selected objects</p>	 <p>Lock</p> <p>Select an object, then click the lock button</p> <p>Locked objects can't be moved or edited</p> <p>The handles are gray</p>	 <p>Unlock</p> <p>Select a locked object, then click the unlock button</p> <p>The object can now be moved and edited</p>
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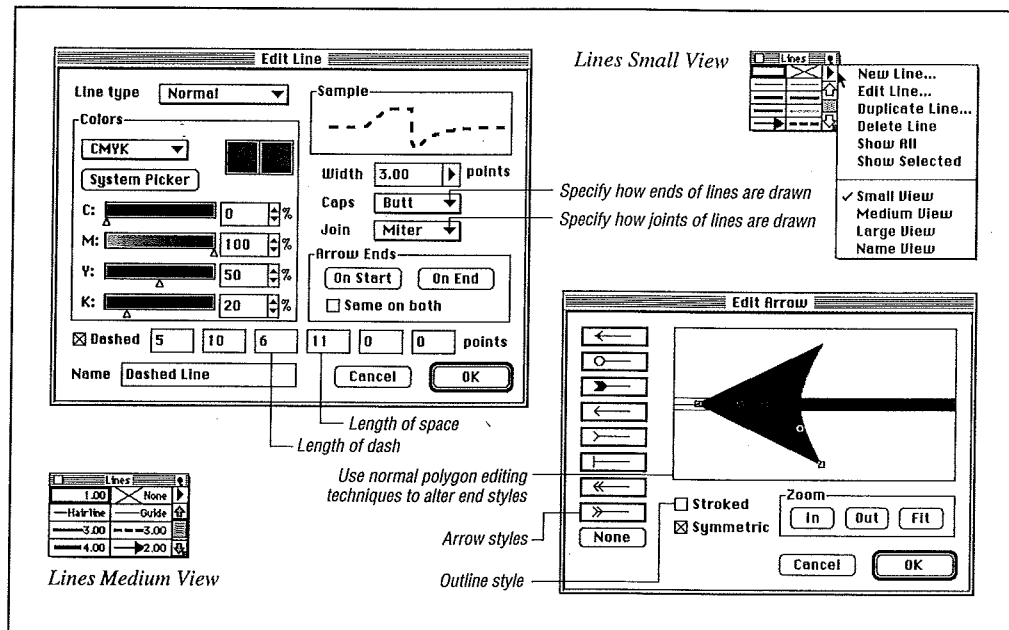


The screenshot displays the IntelliDraw application window titled "gemology diagram: Chart 1". The main workspace shows a detailed diagram of a diamond with various facets labeled: star facet, bezel facet, table, top face, side face, bottom face, crown, girdle, pavilion, culet, pavilion facet, lower girdle facet, eight cut, French cut, scissors cut, brilliant cut, navette cut, and emerald cut. The interface includes a menu bar (File, Edit, Object, Group, Shape, Links, Text, View), a toolbar with icons for drawing and editing, and several floating palettes: "Layers" (showing Gems, Crystals, Background, Gems), "Page preview" (showing Chart 1, Chart 2, Chart 3), "Palette menus" (with Page, Edit, Special tabs), "List of page names", "List of symbol names" (listing Amethyst, Diamond, Emerald, Ruby, Sapphire), "Symbol preview" (showing a diamond symbol), "Edit name field", "Find", "Rename", "Collapse control", and "Action Buttons". The status bar at the bottom indicates "100%" zoom and "162% actual size".

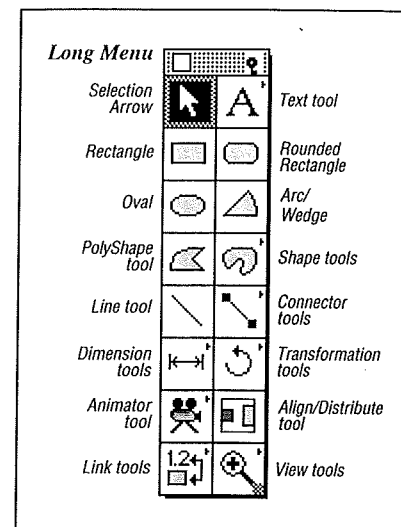
Edit Fill dialog box



Edit Line dialog box



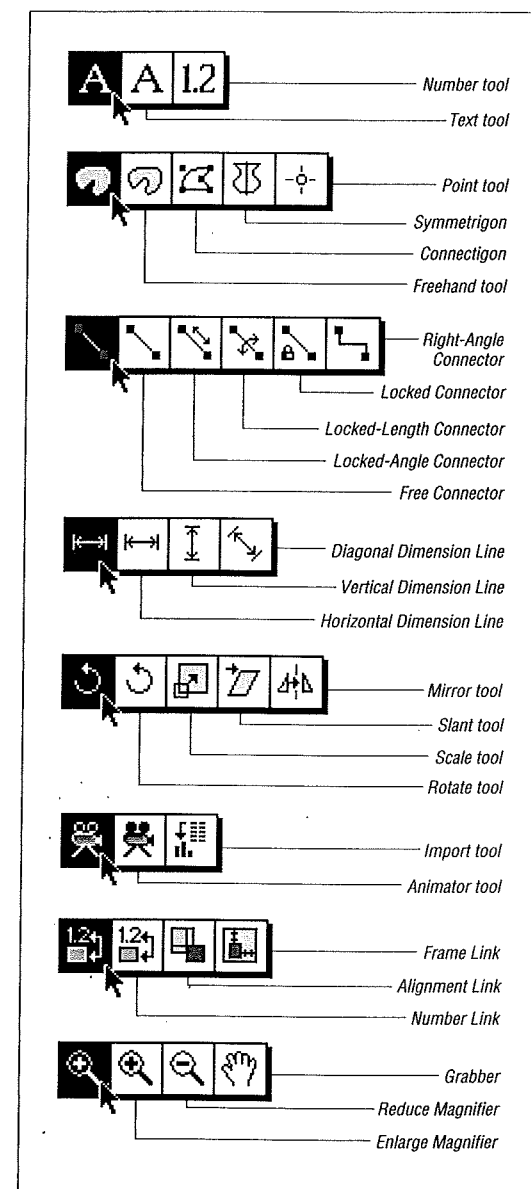
tools palette



hot keys

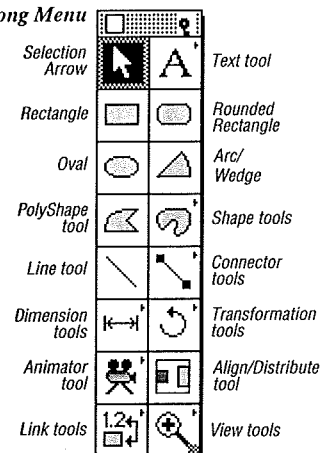
Key	Tool
Tab	Selection Arrow
Q	Rotate tool
R	Rectangle
T	Text tool
O	Oval
A	Arc tool
S	Scale tool
L	Line tool
Z	Magnifier (Zoom)
C	Connector
N	Number tool
Space bar	Grabber

pop-up palettes



tools palette

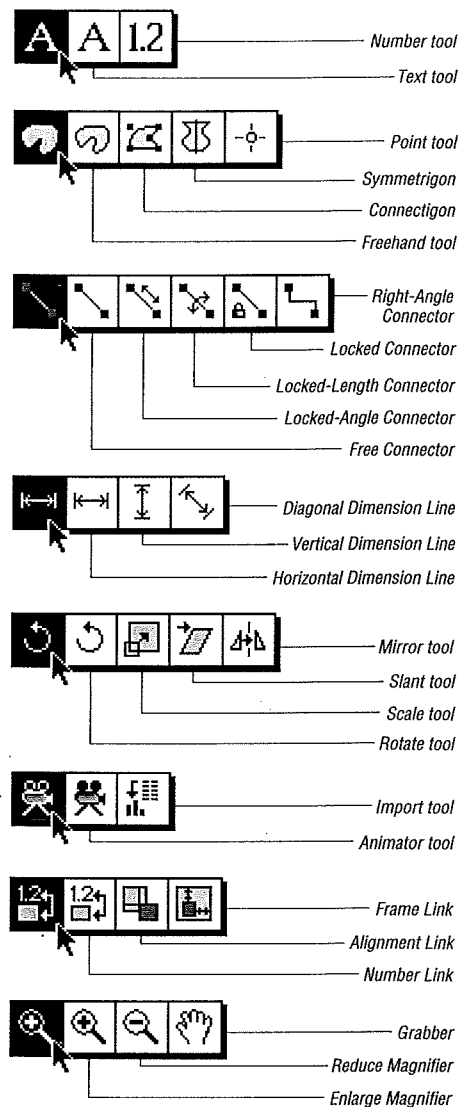
Long Menu



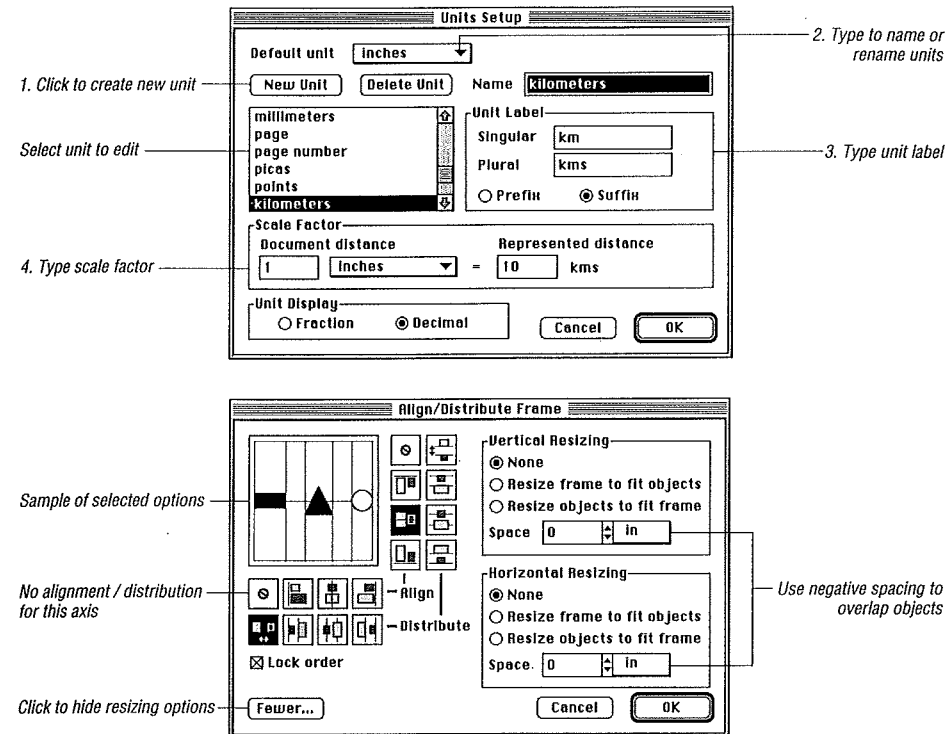
hot keys

Key	Tool
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S	Scale tool
L	Line tool
Z	Magnifier (Zoom)
C	Connector
N	Number tool
Space bar	Grabber

pop-up palettes








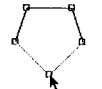


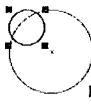


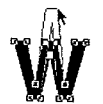

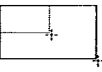
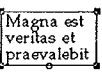




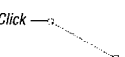
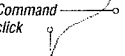



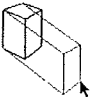













special features



















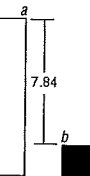

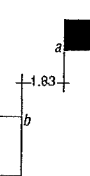

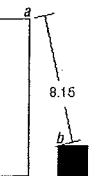












double-click features

Double-click the Selection Arrow to toggle between modes where the Selection Arrow is the selected tool after every operation, or the current tool remains selected. Double-click the Rounded Rectangle , Freehand , Symmetricon , Dimension Lines , and the Align/Distribute tools to get a dialog box that lets you specify options for the tools' functions. Double-click the Arc/Wedge tool to toggle between drawing an arc or a wedge.


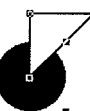


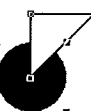


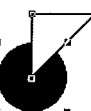


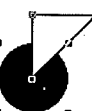














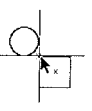
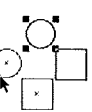

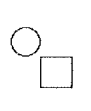
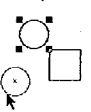




tool

 <p>Selection Arrow</p> <p>To duplicate:</p>  <p>Command-drag</p> 	 <p>Selection Arrow</p> <p>To add a point, double-click to reshape:</p>  <p>Command-drag</p> 	 <p>Selection Arrow</p> <p>To resize proportionately:</p>  <p>Command-drag</p> 	 <p>Selection Arrow</p> <p>To reshape text:</p>  <p>Choose Break Apart twice from the Shape menu</p> 	 <p>Text</p> <p>To create a text column:</p>  <p>Drag the Crosshair</p> 	 <p>Arc/Wedge</p> <p>To reshape an arc:</p>  <p>Select a point and drag</p> 	 <p>PolyShape</p> <p>To draw straight and curved segments:</p> <p>Click</p>  <p>Command click</p>  <p>Shift drag</p> 	 <p>Connectigon</p> <p>Draw with Auto-align on to create connected shapes:</p>  <p>Drag a facet to reshape</p> 	 <p>Freehand</p> <p>Before drawing double-click tool to set smoothness</p>  	 <p>Symmetricon</p> <p>Double-click tool to set number of sides</p>  <p>Click to set center of object</p> 	 <p>Point</p> <p>Use for reference or anchor when locked</p>  	 <p>Align/Distribute</p> <p>Use like marquee to include objects</p>  <p>Double-click tool to include selected objects</p>  <p>Result</p> 
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tool

 <p>Free Connector</p>  <p>Connector swivels and stretches</p> 	 <p>Locked-Angle Connector</p>  <p>Connector stretches only</p> 	 <p>Locked-Length Connector</p>  <p>Connector swivels only</p> 	 <p>Locked Connector</p>  <p>Connector can't swivel or stretch</p> 	 <p>Right-Angle Connector</p>  <p>Connector retains right angle</p> 	 <p>Vertical Dimension Line</p>  <p>Drag from a to b, then click to position label; use auto-align to attach points</p>	 <p>Horizontal Dimension Line</p>  <p>Drag from a to b, then click to position label; use auto-align to attach points</p>	 <p>Diagonal Dimension Line</p>  <p>Drag from a to b, then click to position label; use auto-align to attach points</p>	 <p>Rotate</p> <p>Click to set rotation point</p>  <p>Drag to rotate</p> 	 <p>Scale</p> <p>Click to set center of resizing</p>  <p>Drag to resize</p> 	 <p>Slant</p> <p>Click to set center of slant</p>  <p>Drag to slant</p> 	 <p>Mirror</p> <p>Click to set mirror axis</p>  <p>Drag to angle mirror</p> 
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button

 <p>Add</p>  	 <p>Subtract</p>  <p>The top shapes cut away the bottom shape</p> 	 <p>Intersect</p>  <p>All selected objects must have common overlap</p> 	 <p>Slice</p>  <p>The top shape slices all the bottom shapes</p> 	 <p>Match Angle</p>  <p>Initially the bottom shape controls the action</p> 	 <p>Match Width</p>  <p>Initially the bottom shape controls the action</p> 	 <p>Match Height</p>  <p>Initially the bottom shape controls the action</p> 	 <p>Match Size</p>  <p>Initially the bottom shape controls the action</p> 	 <p>Link</p>  <p>Click immediately to maintain auto-align relationship</p> 	 <p>Unlink</p>  <p>Click to remove all links to and from the selected objects</p> 	 <p>Lock</p> <p>Select an object, then click the lock button</p>  <p>Locked objects can't be moved or edited</p> <p>The handles are gray</p>	 <p>Unlock</p> <p>Select a locked object, then click the unlock button</p>  <p>The object can now be moved and edited</p>
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INSTANT UPDATE

Quick Reference

The Document Management Window

The Document Management window is where you view, select, and organize your Instant Update documents.

Document Management				
<div> <div>OPEN</div> <div>INFO</div> <div>ADD</div> <div>NOTIFY</div> <div>PRINT</div> <div>DELETE</div> </div> <div>Marketing/Marketing: IU Questions and Answ...</div> <div>IU Questions and Answers (on Marketing)</div> <div>4 readers, 3 writers</div>				
In	Out	Name	Last Modified By	Last Modified On
		Terry Watson		
		Brochure Copy	Dan Richards	Wed, 6/12/91 6:07am
		International Status	Kerry Sullivan	Mon, 6/10/91 8:42am
		Supplies	Dan Richards	Thu, 6/6/91 9:31am
		Writing & Review Cycle	Terry Watson	Mon, 6/10/91 7:40am
		Public		
		Expansion Proposal	John Shagoury	Mon, 6/10/91 7:40am
		Visitor Log	Dan Richards	Wed, 6/12/91 6:07am
		Company Related		
		Company Staff Meeting Agenda	Marianne Rigo	Wed, 6/5/91 8:25am
		Competitive Environment	Terry Watson	Tue, 6/11/91 11:45am
		Marketing		
		Ad slogans	Dan Richards	Mon, 6/10/91 11:30am
		International Status	Terry Watson	Wed, 6/5/91 8:28am
		IU Questions and Answers	Dan Richards	Tue, 6/11/91 11:48am
		Marketing Status	Candace Clampitt	Wed, 6/5/91 8:26am
		Slide Show Outline	John Shagoury	Wed, 6/12/91 6:08am
		Other Folder		
		Terry Watson on Marketing		Tue, 7/9/91 10:39am

Document Status Icons

- New document from another user
- Incoming changes
- Outgoing changes
- Incoming and outgoing changes
- No changes since you last reviewed
- Disconnected from the master
- Document you created and saved, but have not yet updated

Buttons

- Open document
- Display info about participants
- Add participants
- Notify when changes occur
- Print document
- Delete document

When you select a document from the Instant Update Document Management window, you see the Document Editing window.

When the paragraph was created and by whom.

Who made the most recent change to the paragraph, and when.

Instant Update Questions and Answers

Who is Instant Update for?

Instant Update is for anyone who needs to spend more time working with the input from his teammates and less time chasing down the input from them.

It's different because it's the first software to recognize that you don't work alone.

While other applications focus on allowing the individual to generate output in the form of documents, spreadsheets, and graphs, Instant Update allows individuals to gather information together from other individuals.

What's the main benefit of Instant Update?

Grey change bars indicate changes you made since you last updated.

Update Button Status

- Click UPDATE to bring in and send out changes
- Incoming changes
- Outgoing changes
- Incoming and outgoing changes

Other Buttons

- Information about who has read, and who has updated the document
- Add participants
- Print document
- Delete document